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UNITED STATES MARINE CORPS

III MARINE EXPEDITIONARY FORCE, FMF

UNIT 35601

FPO AP 96606-5601

IN REPLY REFER TO:

MASTER DIRECTIVES FILE
MARINE CORPS BASES, JAPAN
SMALLER D. BUTLER, OKINAWA

UNIT 35001

FPO AP 96373-5001

ForO 5230.2

III MEF 6

MARCORBASESJAPAN 80/RASC

13 JUN 1984

FORCE ORDER 5230.2

From: Commanding General, III Marine Expeditionary Force
Commander, Marine Corps Bases, Japan
To: Distribution List

Subj: OKINAWA WIDE AREA NETWORK (OWAN) MANAGEMENT

1. Purpose. To establish policies regarding management of the Okinawa Wide Area Network (OWAN) for units under the direction of the Commanding General, III Marine Expeditionary Force (III MEF) and Commander, Marine Corps Bases, Japan (COMMARCORBASESJAPAN).
2. Background. The OWAN developed from a small Local Area Network (LAN), to a group of small, disjointed headquarters LANs, to a network, continuously increasing in size, with no previously defined end in sight. Originally envisioned as a means of exchanging information, the OWAN has evolved into a massive communication network capable of sharing software, information and documents, and passing electronic-mail (e-mail) and directives. The emphasis and importance that is now placed on OWAN reliability coupled with the dynamic nature of OWAN technology often blurs distinctions in responsibility; therefore, policy and procedural guidelines are necessary to eliminate duplicated efforts and to ensure functional responsibilities and support relationships are defined.
3. OWAN Goals. We can identify current and future goals for the OWAN. The OWAN currently is intended to provide LAN, Wide Area Network (WAN), mainframe computer access, and Defense Data Network (DDN) services to all battalion, squadron, and larger sized units which are tenant activities of MarCorBasesJapan. Additionally, the Secure OWAN (SOWAN) is a group of connected LANs used to pass classified data. Since the SOWAN's management must be considered in conjunction with the non-secure OWAN, the SOWAN is managed as a part of the OWAN. Ultimately, the OWAN and SOWAN will provide data connectivity to all functional areas of III MEF and MarCorBasesJapan with requirements to move or share data. Planned upgrades to the OWAN are delineated in the current III MEF/MarCorBasesJapan Bulletin 5230 with the same subject (OWAN Management) as this Order.

4. OWAN Management Committees

a. For several reasons, effective OWAN management requires regular, direct Fleet Marine Force (FMF) input. The OWAN has been funded, in large part by III MEF and its major subordinate commands (MSCs). It is a dynamic network with deployable assets incorporated for units in garrison and an important tool for staff coordination and, even, command and control.

b. The OWAN Steering Committee, a quality management board for III MEF and MarCorBasesJapan will meet regularly to define OWAN configurations and to oversee growth, development, and improvements. The committee will be comprised of one field grade officer from the III MEF G-6, from each of the III MEF MSC G-6s, and the Director, Regional Automated Services Center (RASC) and, when matters discussed involve MCAS, Iwakuni, the S-6, MCAS, Iwakuni.

c. The OWAN Resource Reallocation Team, a process action team for III MEF and MarCorBasesJapan, will meet regularly to review allocation of OWAN resources and to make recommendations to the OWAN Steering Committee regarding OWAN configurations, growth, development, and improvements. The team will be comprised of one technically literate officer (company grade preferred) from III MEF, from each of the III MEF MSCs, and from the RASC and, when matters discussed involve MCAS, Iwakuni, the ISMO, MCAS, Iwakuni.

d. The OWAN Software Refinement Team, a process action team for III MEF and MarCorBasesJapan, comprised of one staff noncommissioned officer from III MEF, from each of the III MEF MSCs, and the RASC will meet regularly to review OWAN software options and to make recommendations to the OWAN Steering Committee regarding the allocation of OWAN resources.

5. Technical Guidance. Technical publications will be promulgated to set standards for hardware and software configurations representative of the state of OWAN technology and management. Technical publications are intended to enhance the accuracy and currency of instructions necessary to foster the efficient, effective, and economic management of the OWAN. Technical publications and notices are promulgated as naval messages or official correspondence, by approval of the Assistant Chief of Staff, G-6 (AC/S, G-6), III MEF and the Assistant Chief of Staff, Automated Data Processing, Marine Corps Base, Camp Smedley D. Butler (AC/S, ADP). Once approved and published, these technical publications are directive in nature. Recommendations concerning technical publications can be initiated at any level but must be forwarded, via the chain of command, to AC/S, G-6, III MEF or AC/S, ADP. All recommendations will be reviewed upon receipt and implemented, if appropriate.

6. Action. Addressees will ensure compliance with this Order.

a. III MEF Major Subordinate Commands (G-6)

(1) Provide a yearly plan for expansion of OWAN services, within the MSC, to the CG, III MEF (AC/S, G-6) not later than 15 May (with an update on 15 November) each year.

(a) Note anticipated source of funding for expansion.

(b) Note expertise, external to the MSC, required for expansion.

(2) Provide reinforcing expertise, as available, when requested by the AC/S, ADP to:

(a) Recover from OWAN-wide outages.

(b) Assist in major installation efforts.

(c) Implement version upgrades.

(d) Provide timely troubleshooting and corrections for OWAN services.

(3) Initiate the reprioritization and modification of OWAN initiatives as required.

b. Camp Commanders. Review the OWAN Management Bulletin at least yearly for oversights in OWAN planning.

c. Commanding Officers

(1) Appoint and obtain training for LAN administrators.

(2) Ensure the OWAN manager has access, in writing and at the commander's discretion, to all servers/routers on the OWAN potentially requiring service. The written authorization for access will specify physical and/or administrative access. Unit points-of-contact, normally the MSC ISMO and/or the organization's ISC, will be designated and included in this written authorization.

d. AC/S, G-6, III MEF

(1) Sponsor joint technical directives with AC/S, ADP as appropriate.

(2) Identify additional OWAN requirements from FMF units and provide requests for service to the OWAN manager.

(3) Ensure the security of data traveling within the SOWAN.

(4) Review, approve, and forward to the AC/S, ADP all MSC yearly OWAN expansion plans, not later than 1 December each year.

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(5) Initiate the reprioritization and modification of OWAN initiatives for review by the OWAN Steering Committee as required. Jointly sponsor the changes with AC/S, ADP.

e. AC/S, ADP. The AC/S, ADP in his/her role as the Director, Regional Automated Services Center (RASC), Marine Corps Base (MCB), Camp Smedley D. Butler is the OWAN manager.

(1) Act as focal point for all matters pertaining to objectives, concepts, plans, policies, and coordination for the OWAN.

(2) Maintain a Help Desk

(a) Monitor the OWAN to ensure that standards are being adhered to.

(b) Assist and notify users when problems are detected.

(3) Prepare and submit input regarding the OWAN required by Marine Corps Bulletin 5271, Marine Corps Mid-Range Information Systems Plan.

(4) Prepare, maintain, and operate contingency plans for OWAN component failures.

(5) Draft, staff, and sponsor technical manuals to support the effective use and maintenance of the OWAN.

(6) Establish, organize, and coordinate the employment of technical working groups and user groups to furnish advice and feedback, in coordination with AC/S, G-6, III MEF as required.

(7) Initiate the modification and reprioritization of OWAN initiatives for review by the OWAN Steering Committee as required.

(8) Fund and invest, in general OWAN upgrade initiatives, as described in the current III MEF/MarCorBasesJapan OWAN Management Bulletin.

(9) Research and maintain up-to-date information on available OWAN technology procurement contracts. Identify requirements, improvements, new products to the OWAN Steering Committee, and fund the upgrade of all hardware and software necessary for sustained OWAN performance.

(10) Receive, track, and survey all requests for service regarding the upgrade or installation of OWAN connectivity. Identify new requirements for telecommunications circuits, and submit and monitor the status of requests for service submitted to Assistant Chief of Staff, Communications-Electronics Office, Marine Corps Base, Camp Smedley D. Butler (AC/S, CEO).

(11) Review restoration priorities of OWAN circuits, and recommend changes to the OWAN Steering Committee.

(12) Provide initial trouble shooting of all down circuits. Turn over all bad circuits to the AC/S, CEO for restoration. In the event that simultaneous efforts must be used to effect restoration, provide technical guidance and coordination for all parties required to restore service.

(13) Provide training for OWAN users and LAN administrators.

f. AC/S, CEO

(1) Address OWAN telecommunications requirements in the priority assigned by the AC/S, ADP.

(2) Manage and maintain communication center functional software used on the SOWAN.

g. OWAN Management Committees

(1) OWAN Steering Committee

(a) Review and approve reprioritization and modification initiatives.

(b) Provide a recommended set of funding priorities for OWAN initiatives to be promulgated in the yearly republication of the III MEF/MarCorBasesJapan Bulletin with the same subject (OWAN Management) as this Order.

(c) Establish priorities for installation of OWAN technology already procured.

(d) Supervise the standing OWAN process action teams established by this Order.

(e) Establish, as required, and supervise additional OWAN process action teams.

(2) OWAN Resource Reallocation Team

(a) Regularly review the allocation of existing OWAN resources and:

1 With the consensus of the Team direct reallocations of OWAN resources.

2 If no consensus exists, recommend reallocations of nondeployable OWAN resources to the OWAN Steering Committee.

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(b) Make recommendations regarding OWAN configurations, growth, development, and improvements, as appropriate, to the OWAN Steering Committee.

(c) Consider recommendations, regarding software options, from the OWAN Software Refinement Team and recommend OWAN software option standards to the OWAN Steering Committee.

(3) OWAN Software Refinement Team

(a) Regularly review the options on existing and due-in OWAN software and recommend the OWAN standard for that option to the OWAN Resources Reallocation Team.

(b) Make recommendations regarding OWAN resource allocations, as appropriate, to the OWAN Resource Reallocation Team.

h. LAN Administrators

(1) Prior to modifying any network routers and/or servers or their configurations, coordinate with the OWAN manager.

(2) Comply with technical direction promulgated by OWAN technical publications.

(3) Perform first echelon maintenance as required.

(a) Maintain and initiate, at a minimum, weekly full tape backups of all services and application software on the server.

(b) Install LAN based application software on the server.



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